

NEW HAMPSHIRE BALANCE OF STATE COC **Project Application Ranking Process**

The following policy and procedure guides the CoC Project Review team, CoC Board and Collaborative Applicant in activities required to review and prioritize CoC Program applications submitted in response to the annual Notice of Funding Availability (NOFA) for the Housing and Urban Development (HUD) Continuum of Care Program (CoC). This process defines methods to ensure the scoring and ranking of CoC Program applications are conducted in a fair, transparent, and unbiased manner.

Ranking Team:

A CoC Project Review team will be developed to review renewal and new CoC Program project applications. The CoC Project Review team membership will include people who are not competing for funding or affiliated with an organization who is competing for funding (i.e, Provider Agency Board Member). Each year the CoC Project Review team members will certify they have no conflict of interest in the regard to any discussions or determinations of specific project applications and/or applicants. Members will be recruited annually through an e-mail request for volunteers.

Ranking Process:

Prior to each year's project review and ranking meeting the full CoC or its designee will review, approved and publish the current scoring criteria.

The CoC Project Review team will meet to review each CoC project application against the approved scoring criteria which will include: minimum grant threshold requirements, objective scoring criteria, performance data and CoC priorities. These combined factors will inform the CoC Project Review team and CoC Board in the determination of a CoC project ranking list and, if applicable, any necessary funding reductions to one or more projects.

The CoC Project Review Team and CoC Board may consider application adjustments and propose changes to project scope or budget for such issues as HUD incentives, bonus funding, program requirements, geographic distribution, identified community needs. The BHHS NOFA team based the CoC Project Review Team recommendations determines the rank and funding levels of all CoC projects considering all available and objective information and HUD incentives and priorities.

Ranking Tool:

Each year the CoC Project Application Scoring Tool(s) will be reviewed and any proposed edits will be presented to the CoC or its designee for approval. The final tool will be posted to the CoC website for public access. The tool will also be distributed to all members and stakeholders via the CoC's listserv which is open to the public.

The following minimum elements will be present in all project application scoring tools for applications proposing to serve participants:

- Housing Type

- Reporting performance which may include but is not limited to HMIS & APR reports
- Project Performance, and
- Target Population.

Homeless Management Information System (HMIS) grants will be reviewed for threshold criteria and will be placed as the second to last full project in Tier 1.

Any SSO - CES applications will be reviewed for threshold criteria and will be placed as the last full project in Tier 1.

Project Determinations and Appeals Process: Applications which do not meet the minimum threshold requirements will not be included in the CoC Consolidated Application submitted to HUD. If more applications are submitted than the CoC has money to fund, the BHHS NOFA team will rank the grants in order of an agreed upon priority as approved by CoC and recommended by the CoC Project Review Team recommendations.

The Collaborative Applicant will send formal, written notification of a preliminary determination to each project applicant along with: individual project ranking summary report, individual project ranking number, and any potential budget reduction. The Collaborative Applicant will provide all appeals to the BHHS NOFA team to make a final determination. Final results will be posted to CoC website.